



CAREER OPPORTUNITY

CITY OF LA HABRA, CALIFORNIA
HUMAN RESOURCES DEPARTMENT * P.O. BOX 337 * 90631
201 E. LA HABRA BLVD. * LA HABRA, CA * (562) 383-4000

CIVIC CENTER

Head Start
Bilingual (English/Spanish)
Family Service Aide X-00 (temporary/limited term)
Salary Range: \$9.167/hr. - \$14.221/hr.

The City of La Habra is recruiting to fill the position of Bilingual Family Service Aide for the Head Start Program. The position is a limited term position, working 6 hours per day. This is a grant-funded position and is subject to continuation of grant funding.

Definition:

Under general supervision, to serve as Family Service Aide for the Head Start Program; to provide on-going contact with families; provide support to the program by performing clerical duties, attending meetings and assisting as needed.

Typical Tasks:

- Provides on-going contact with Head Start families and makes home visits.
- Assists families in their development of Family Partnership Agreements including but not limited to community referrals as identified.
- Facilitates referrals for children and families to include, but not limited to: nutrition, health, and disabilities.
- Attends meetings locally, in Santa Ana, or other locations.
- Assists in setting up and taking down equipment and materials for parent center meetings.
- Performs clerical duties, including typing, photocopying, and maintaining family tracking sheets.
- Assists Family Service Advocate as necessary.
- Provides bilingual services (English/Spanish) as needed.
- Performs related duties as required.

Knowledge, Skills and Abilities:

Some knowledge of the Head Start Program; knowledge of and ability to perform general clerical duties including typing, photocopying, and maintaining family tracking sheets; knowledge and ability to operate a computer; skill and ability to deal effectively with staff, children, and parents; ability to speak, read, and write in English and Spanish; skill and ability to establish and maintain on-going communication and contact with families involved in the program; ability to assist in setting up and taking down equipment and materials for parent center meetings; skill and ability to assist Family Service Advocate as needed; ability to provide support for the program as needed.

Education and Experience Requirements:

Combination of education and experience providing the qualifying knowledge, skills, and abilities. Applicants must be bilingual (English/Spanish) verbally and in writing. Applicant must have reliable transportation and proof of automobile insurance coverage.

License Requirements:

Applicants must possess a valid California Class C Driver's License.

Application Process:

Applications are available in the Human Resources Department or may be downloaded from the City's website at www.lahabraca.gov. **Applications will be accepted until a sufficient number have been received from which to make a selection**, so please apply immediately. Applications will be screened and those applicants deemed best qualified will be invited for an oral interview. The final candidate must successfully complete a medical exam, drug screening, employment history verification and DMV check. All new employees will be fingerprinted for a criminal history check with the Department of Justice.

If an accommodation is needed during the interviewing or testing process, please notify the Human Resources Department at least five days in advance of your scheduled appointment so that we may be able to provide a reasonable accommodation.

***This bulletin is not a contract, neither expressed nor implied.
Any provision herein may be modified or revoked.***